

## Upshur County Commission Meeting Agenda

Agenda packets are available electronically at [http://www.upshurcounty.org/agenda\\_and\\_minutes/index.php](http://www.upshurcounty.org/agenda_and_minutes/index.php) or by request to the Upshur County Commission Office at 304-472-0535

Location of Meeting: Upshur County Courthouse Annex  
Date of Meeting: September 19, 2019

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance

Approval of Minutes:

- September 12, 2019

9:15 a.m. Craig Presar- WVU Extension Service Agent, on behalf of the Community Educational Outreach Services (CEOS) – Presentation of Proclamation for WV Breast Cancer Awareness Day (October 1, 2019) and Breast Cancer Awareness Month (October 2019)

9:30 a.m. Brian Shreves, Director, Upshur County Department of Homeland Security and Emergency Management, request for approval and signature of Homeland Security Grant Program Award, Special Conditions and Assurances, and Certifications. This grant is in the amount of Nine Thousand dollars and no cents (\$9,000.00) to be used to upgrade the Upshur County Emergency Operations Center.

12:30 p.m. Pecks Run Watershed Inspection - Hodgesville

### Items for Discussion / Action / Approval:

1. Approval and signature of Resolution of Participation for the West Virginia Certified Development Community (CDC) Program for the Upshur County Development Authority. \*
2. Approval and signature of STOP Violence Against Women (VAWA) Grant Program Contract Agreement, Resolution, Certifications, Supplemental Special Conditions and Revised Standard Conditions. This grant award is in the amount of \$28,000. \*
3. Approval and signature of Federal Aviation Administration Outlay Request Number 1-Final in the amount of one hundred fifty-two thousand seven hundred twenty-three dollars (\$152,723) for the Airport Improvement Program Project No. 3-54-0039-033-2019 at the Upshur County Regional Airport in Buckhannon, WV. \*
4. Approval and adoption of a revision to the Procedure to Dispatch Wrecker Services pursuant to the meeting held on August 1, 2019 and new E911 CAD system being installed. \*
5. Correspondence from Carol J. Smith, Clerk of the Upshur County Commission, requesting to amend the Capital Asset Policy for the Upshur County Commission. \*
6. Correspondence from Carol J. Smith, Clerk of the Upshur County Commission, requesting that the Upshur County Commission establish a schedule of fees or rate of compensation for Fiduciary Commissioners in Upshur County, West Virginia. \*

7. Correspondence from David H. Coffman, Upshur County Sheriff, requesting the employment of Hurlie William Burnside for a part-time position of Courthouse Security at the pay rate of \$11.00 per hour, effective September 29, 2019. Upon approval, he will work no more than 19.5 hours per week. \*  
*Item may lead to Executive Session per WV Code §6-9A-4*
8. Correspondence from Carrie Wallace, County Administrator, requesting Michael Haler's pay rate be raised to seventeen dollars (\$17.00) per hour, effective September 29, 2019. This is a twenty cent (\$0.20) per hour increase to his current rate of pay. \*
9. Correspondence from Carrie Wallace, County Administrator, requesting the employment of Christopher D. Alkire as a Maintenance Technician at the pay rate of seventeen dollars (\$17.00) per hour, effective September 29, 2019. \*  
*Item may lead to Executive Session per WV Code §6-9A-4*
10. Correspondence from Carol J. Smith, Upshur County Clerk, requesting the employment of Lois Marsh as part-time Deputy County Clerk at the pay rate of \$10.50 per hour, effective September 23, 2019, pending background check. This is a part-time position not to exceed 1039 hours in a calendar year. \*  
*Item may lead to Executive Session per WV Code §6-9A-4*
11. Correspondence from Carol J. Smith, Upshur County Clerk, requesting approval to hire an additional part-time Deputy County Clerk at the pay rate of \$10.50 per hour working no more than 1039 hours in a calendar year. \*
12. Correspondence from Cheyenne Troxell, Program Director for Community Corrections, requesting approval to hire Andrew Pinkney as a part-time Drug Court Counselor, in lieu of the contract position that was approved at the September 12, 2019 Commission meeting. Upon approval, his pay rate will be \$30.00 per hour working up to 19.5 hours per week, effective immediately. \*  
*Item may lead to Executive Session per WV Code §6-9A-4*
13. Approval of Lewis–Upshur Animal Control Facility Volunteer Lora Bragg. \*
14. Approve Invoices for Payment, Purchase Card Invoices for Payment, Budget Revisions / Financial Reports or Information, Correction of Erroneous Assessments, Exonerations/Refunds, Grant Updates / Requests for Reimbursements, Final Settlements, Vacation Orders, Consolidation of Land Tracts, Facility Maintenance Concerns or Updates, Road Name Requests, Project Reports / Updates, Request to Attend Meetings, Request for Day(s) Off.

**For Your Information:**

**(Certain Items May Require Discussion, Action and/or Approval by the Commission)**

1. Correspondence from State Auditor John B. McCuskey providing notice of the 2019 State Auditor's Training Seminar for County and Municipal Boards and Authorities.
2. Appointments Needed or Upcoming:

Newsletters and/or Event Notifications, Agendas and/or Notices of Meetings, Meeting Minutes and Scheduled Meetings can all be found by visiting: [http://www.upshurcounty.org/agenda\\_and\\_minutes/index.php](http://www.upshurcounty.org/agenda_and_minutes/index.php)

Tabled Items

(Certain Items May Require Discussion, Action and/or Approval by the Commission)

1. Hearing upon the Petition/Complaint of the Upshur County Safe Sites and Structures Enforcement Agency -- Chapman Case Number 101118-01 (Warren Tax District – Tax Map 6B Parcel Number 11).

Next Regular Meeting of the Upshur County Commission  
September 26, 2019 --- 9:00 a.m.  
Upshur County Courthouse Annex

**\*\*The regularly scheduled Upshur County Commission Meeting on October 17, 2019 is CANCELLED**